



EXPRESSION OF INTEREST SCMU5-24/25-0087 (C)

INVITATION FOR EXPRESSION OF INTEREST TO CREATE A DATABASE OF GARDENING AND LANDSCAPING SERVICE PROVIDERS AS MAIN AND OR SUB- CONTRACTORS UNDER THE MAYIBUYE PROPERTY INCUBATOR PROGRAMME (MPIP) FOR A PERIOD OF THREE (3) YEARS IN THE EASTERN CAPE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

BIDDER:

CSD REGISTRATION:

CLOSING DATE: 19 NOVEMBER 2024

CLOSING TIME: 11H00

ENQUIRIES:

SUPPLY CHAIN MANAGEMENT
EASTERN CAPE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE
QHASANA BUILDING
PRIVATE BAG X 0022
BHISHO

SCM SPECIFIC ENQUIRIES

Enquires: SCM
Email Address: supply.chain@ecdpw.gov.za
Tel No: 040 602 4000

TECHNICAL /PROJECT SPECIFIC ENQUIRIES

Enquires: Mr. B. Skade
Tel no: 040 602 4753
Cell no: 066 319 2269 during office hours
Email Address: buzwe.skade@ecdpw.gov.za

Fraud, Complaints & Tender Abuse Hotline
Call: 0800 701 701 (toll free number)





A. E1.1 STANDARD NOTICE AND INVITATION TO SUBMIT AN EXPRESSION OF INTEREST

- **The Eastern Cape Department of Public Works & Infrastructure hereby invites Landscaping and Gardening service providers with a CIDB Grading of 1 SH to 6 SH to form part of the Mayibuye Property Incubator Programme Database. Preference will be given to Disabled, Military Veteran companies and Corporative.**

Expression of interest document are downloadable free of charge from the Department of Public Works and Infrastructure website (www.ecdpw.gov.za/tenders) or from the National Treasury's tender portal (<http://www.etender.gov.za/content/advertised-tenders>). Expression of interest document will be available on **18 October 2024**. No expression of interest documents will be available at departmental offices. Queries relating to the issue of these documents may be addressed in writing to SCM email: supply.chain@ecdpw.gov.za.

Technical enquiries: may be addressed in writing to Mr. Buzwe Skade – Cell: 066 319 2269, email: buzwe.skade@ecdpw.gov.za

No compulsory briefing meeting will be held.

Expression of Interest documents must be in a sealed envelope endorsed with the relevant expression of interest number, expression of interest description and the closing date, must be deposited in the applicant box of **DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE Regional Offices or Head Office as specified in this document not later than 11H00 on the 19 November 2024**. Service Providers must ensure that expression of Interest documents submitted via courier services are deposited by the courier service in the Departmental applicant box prior to the closing date and that it is not delivered to Departmental officials. The Department will not accept responsibility if applicants received by officials are not timely deposited in the applicant box.

It is the responsibility of the respondents to ensure that expression of interest document is submitted on or before closing time and the correct location as the department will not take responsibility of wrong delivery. Respondents using courier services for delivery of their expression of interest document must ensure the delivery is at the correct place / location and time as the department will not be held responsible for wrong delivery. Not delivered to Departmental officials. The Department will not accept responsibility if expression of interest document received by officials are not timely deposited in the Bid Box.

B. BID EVALUATION

This expression of interest document will be evaluated in Two (2) phases as follows:

Phase One: Functionality will be applied as a prequalification criterion. Such criteria are used to establish minimum requirements of **70 points** to allow service providers to be evaluated further.

Phase Two: Administrative compliance and responsiveness to the expression of interest document rules and conditions to be successful applicants.

Note:

1. This document must be completed by all applicants wishing to register as service providers in the above indicated **DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE DPWI** database.
2. All information will be verified through **CSD**



C. BID SPECIFICATION, CONDITIONS AND RULES

1. The minimum specifications for the MPIP Expression of Interest conditions and rules are detailed in the document under **Submission Data**
2. The specifications, rules, special conditions of Expression of Interest, evaluation criteria, and rules for evaluation for compliance and other conditions are detailed in the document.
3. The **Department of Public Works & Infrastructure SCM Policy** and **Mayibuye Property Incubator Policy** applies.
4. Tender validity period is 120 days.

D. MPIP EXPRESSION OF INTEREST SUBMISSION

The document must be submitted in sealed envelopes clearly marked “**DOCUMENT NO: SCMU5-24/25 – 0087 (C), INVITATION FOR EXPRESSION OF INTEREST TO CREATE A DATABASE OF GARDENING AND LANDSCAPING SERVICE PROVIDERS AS MAIN AND OR SUB-CONTRACTORS UNDER THE MAYIBUYE PROPERTY INCUBATOR PROGRAMME (MPIP) FOR A PERIOD OF THREE (3) YEARS IN THE EASTERN CAPE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE..**” and must be deposited in the following address:

REGIONS	PHYSICAL ADDRESS OF BID BOX WHERE COMPLETED DOCUMENTS CAN BE RETURNED	CONTACT PERSON FOR DIRECTIONS TO THE OFFICE
HEAD OFFICE	DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE Public Works and Infrastructure, Qhasana Building, Ground Floor, BISHO	Enquires: supply.chain@ecdpcw.gov.za Tel No: 040 602 4000/4563
AMATHOLE & BUFFALO CITY	DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE Corner of Scholl and Amalinda Main Road Amalinda Block B Building- Reception Area East London	Mr. Dumisani Magwala dumisani.magwala@ecdpcw.gov.za 043 7115798 071 494 0627
ALFRE D NZO	DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE Block A, Corner Nkosi Senyukele Jojo and Ngqubusini Street, off Ntsizwa Street, Mount Ayliff	Mr. S. Mgcikeni Sithembile.Mgcikeni@ecdpcw.gov.za 039 254 6844 066 483 4689
JOE GQABI	DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE Themba Nkojana, Office Park, N6 Road Aliwal North	Mr. Tieho Nyokana Tieho.Nyokana@ecdpcw.gov.za 051 611 9800 066 486 5055



CHRIS HANI	DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE Ground Floor, Reception Area, Old CPA Building, Queenstown	Ms. K. Makholwa kholeka.makholwa@ecdpw.gov.za 045 807 6606/15 045 807 6624
O.R. TAMBO	DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE KD Matanzima Building, Ground Floor Foyer, Mthatha, 5099	Mrs. N.Koko Ntomboxolo.koko@ecdpw.gov.za 047 505 2716 072 570 3322
SARAH BAARTMAN & NELSON MANDELA	DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE Ground floor, Old Ford House Building 55 Albany and Westbourne Road Port Elizabeth	Mr. A.J. Hitzeroth Alex.hitzeroth@ecdpw.gov.za 041 390 9067 079 520 4510

INDICATE (TICK) IN WHICH REGION / DISTRICT YOU CHOOSING TO PARTICIPATE IN:

- Amathole / Buffalo City
- Joe Gqabi
- Chris Hani
- O.R. Tambo
- Alfred Nzo
- NMB / Sarah Baartman

NB: ONLY one (1) regions/districts may be selected.

E. ENQUIRIES WITH REGARDS TO THIS ADVERT MAYBE DIRECTED TO:

- **SCM RELATED ENQUIRIES**
Enquiries: SCM
Tel No: **040 602 4000/4563**
Email Address: supply.chain@ecdpw.gov.za
- **TECHNICAL ENQUIRIES**
Mr. B. Skade
Tel No.: **040 602 4755 / 066 319 2269**
Email Address: buzwe.skade@ecdpw.gov.za

FOR COMPLAINTS, FRAUD, & TENDER ABUSE:
Call: 0800 701 701





1.2. SUBMISSION DATA

CLAUSE NUMBER	SUBMISSION DATA
E1.2.1	Employer is the Dept. of Public Works and Infrastructure
E1.2.2	<p>The Expression of Interest documents issued by the employer comprise the following documents: The MPIP Expression of Interest</p> <p>Part 1: Application procedures</p> <p>1.1. Application notice and invitation to apply</p> <p>1.2. Expression of Interest Data</p> <p>Part 2: Returnable documents</p> <p>2.1. List of returnable documents</p> <p>2.2. Returnable schedules</p> <p>Part 3: Terms of Reference and Scope of work</p> <p>3.1. Terms of Reference</p> <p>3.2. Scope of work</p> <p>Part C4 : Site information</p> <p>4.1. Site information</p>
E1.2.3	The Expression of Interest documents issued by the employer comprise the documents listed on the contents page
E1.2.4	<p>The employer</p> <p>Enquiries: SCM</p> <p>Department Of Public Works and Infrastructure</p> <p>Public Works and Infrastructure, Qhasana Building, Ground Floor, Bisho</p> <p>Tel No: 040 602 4000/4563</p> <p>Email Address: supply.chain@ecdpw.gov.za</p>
E1.2.5	The language for communications is English.
E1.2.6	<p>This expression of interest document will be evaluated in Two (2) phases as follows:</p> <p>Phase One (1): <i>Functionality</i> will be applied as a prequalification criterion. Such criteria are used to establish minimum requirements of <u>70 points</u> to allow service providers to be evaluated further.</p> <p>Phase Two (2): <i>Administrative compliance and responsiveness</i> to the expression of interest document rules and conditions; thereafter, they will be evaluated.</p>
E1.2.7	Expression of Interest's obligations
E1.2.7.1	Respondents must meet the following minimum requirements and supporting documents must be submitted with the signed and completed Expression of Interest document as specified in this document, failure to comply will automatically eliminate the response and will not be registered in the database.
E1.2.7.2	Only those applicants who are registered with the CIDB in a contractor grading designation specified as determined by Regulation 25 (1B) or 25(7A) of the Construction Industry Development Board Regulations, for a 1SH to 6SH class of work, are eligible to have their applications evaluated to form part of the MPIP.
E1.2.7.3	There will be a no briefing meeting for the Expression of Interest
E1.2.7.4	It is the responsibility of the tenderer to check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.



E1.2.7.5	Confidentiality and copyright of documents Treat as confidential all matters arising in connection with the submission. Use and copy the documents issued by the employer only for the purpose of preparing and applying in response to the invitation.																		
E1.2.7.6	Respondents are not to make any alterations or additions to the Expression of Interest documents, except to comply with instructions issued by the employer or to correct errors made by the respondents and ensure that all signatories to the document initial all such alterations. In addition, respondents are not to make use of erasures using masking fluid.																		
E1.2.7.7	No alternative will be considered in respect of this submission																		
E1.2.7.7.1	Parts of each submission communicated on paper shall be submitted as an original. Submit a) The parts of the submission communicated on paper as an original plus the number of copies stated in the submission data, with a translation of any documentation in a language other than the language of communication established E1.2.5 and, b) The parts communicated electronically by the employer or its agents on paper format with the submission.																		
E1.2.7.7.2	The employer's details and address for delivery of Expression of Interest submission and identification details that are to be shown on the submission. Respondents are only to choose to apply in one Region/District:																		
	<table border="1"> <thead> <tr> <th>REGIONS</th> <th>PHYSICAL ADDRESS OF BID BOX WHERE COMPLETED DOCUMENTS CAN BE RETURNED</th> <th>CONTACT PERSON FOR DIRECTIONS TO THE OFFICE</th> </tr> </thead> <tbody> <tr> <td>HEAD OFFICE</td> <td>DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE Public Works and Infrastructure, Qhasana Building, Ground Floor, BISHO</td> <td>Enquires: supply.chain@ecdpw.gov.za Tel No: 040 602 4000/4563</td> </tr> <tr> <td>AMATHOLE & BUFFALO CITY</td> <td>DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE Corner of Scholl and Amalinda Main Road Amalinda Block B Building- Reception Area East London</td> <td>Mr. Dumisani Magwala dumisani.magwala@ecdpw.gov.za 043 7115798 071 494 0627</td> </tr> <tr> <td>ALFRED NZO</td> <td>DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE Block A, Corner Nkosi Senyukele Jojo and Ngqubusini Street, off Ntsizwa Street, Mount Ayliff</td> <td>Mr. S. Mgcikeni Sithembile.Mgcikeni@ecdpw.gov.za 039 254 6844 066 483 4689</td> </tr> <tr> <td>JOE GGABI</td> <td>DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE Themba Nkojana, Office Park, N6 Road Aliwal North</td> <td>Mr. Tieho Nyokana Tieho.Nyokana@ecdpw.gov.za 051 611 9800 066 486 5055</td> </tr> <tr> <td>CHRIS HANI</td> <td>DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE Ground Floor, Reception Area, Old CPA Building, Queenstown</td> <td>Ms. K. Makholwa kholeka.makholwa@ecdpw.gov.za 045 807 6606/15 045 807 6624</td> </tr> </tbody> </table>	REGIONS	PHYSICAL ADDRESS OF BID BOX WHERE COMPLETED DOCUMENTS CAN BE RETURNED	CONTACT PERSON FOR DIRECTIONS TO THE OFFICE	HEAD OFFICE	DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE Public Works and Infrastructure, Qhasana Building, Ground Floor, BISHO	Enquires: supply.chain@ecdpw.gov.za Tel No: 040 602 4000/4563	AMATHOLE & BUFFALO CITY	DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE Corner of Scholl and Amalinda Main Road Amalinda Block B Building- Reception Area East London	Mr. Dumisani Magwala dumisani.magwala@ecdpw.gov.za 043 7115798 071 494 0627	ALFRED NZO	DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE Block A, Corner Nkosi Senyukele Jojo and Ngqubusini Street, off Ntsizwa Street, Mount Ayliff	Mr. S. Mgcikeni Sithembile.Mgcikeni@ecdpw.gov.za 039 254 6844 066 483 4689	JOE GGABI	DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE Themba Nkojana, Office Park, N6 Road Aliwal North	Mr. Tieho Nyokana Tieho.Nyokana@ecdpw.gov.za 051 611 9800 066 486 5055	CHRIS HANI	DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE Ground Floor, Reception Area, Old CPA Building, Queenstown	Ms. K. Makholwa kholeka.makholwa@ecdpw.gov.za 045 807 6606/15 045 807 6624
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E1.2.7.7.3	The respondent is required to submit with his tender the following certificates: a) A copy of the CSD report showing, amongst other things, that tax matters of the service provider are in order with the South African Revenue Services. b) CIDB Grading certificate or CRS number.			
E1.2.7.7.4	A two-envelope procedure will not be required.			
E1.2.7.7.5	Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.			
E1.2.7.8	The closing time and date for submission of tender offers is as stated in the Tender Notice and Invitation to Tender.			
E1.2.7.9	The Expression of Interest is validity period is 120 days .			
E1.2.8	Employer's undertakings			
E1.2.8.1	The Employer will respond to requests for clarification received up to Five (5) working days before the submission closing date and time.			
E1.2.8.2	Submissions will be opened immediately after the closing time for tenders at 11:00am hours			
E1.2.8.3	The procedure for the evaluation of responsive submission is Method 2: Functionality and Compliance			
E1.2.8	<p>This expression of interest document will be evaluated in Two (2) phases as follows:</p> <p>Phase One (1): Functionality will be applied as a prequalification criterion. Such criteria are used to establish minimum requirements of 70 points to allow service providers to be evaluated further.</p> <p>Phase Two (2): Administrative compliance and responsiveness to the expression of interest document rules and conditions.</p> <p>Phase One: Functionality</p> <ul style="list-style-type: none"> The selection criteria and maximum score in respect of each of the criteria are given hereunder. Respondents scoring an average score below 70 points will be considered as DISQUALIFIED from taking part in the MPIP programme. Respondents scoring an average score above 70 points will be evaluated further for selection. 			



Selection Criteria	Evaluation schedule	Maximum number of points	Select with Yes or No (Services Provided)
FACILITIES MANAGEMENT:			
Gardening and Landscaping Services	Schedule C	100	Yes or No
Maximum possible score		100	

GARDENING AND LANDSCAPING SERVICES

QUALITY CRITERIA	MAXIMUM NUMBER OF POINTS
GARDENING AND LANDSCAPING SERVICES - (EXPERIENCE)	20
GARDENING AND LANDSCAPING SERVICES - (TARGET GROUP)	20
GARDENING AND LANDSCAPING SERVICES - (REGISTRATION)	20
GARDENING AND LANDSCAPING SERVICES - (RESOURCES)	20
GARDENING AND LANDSCAPING SERVICES – (ADDRESS MUST BE THE EASTERN CAPE ADDRESS)	20
Maximum possible score for quality (M_s)	100

BID EVALUATION CRITERIA	TOTAL (MAX) POINTS
1. <u>GARDENING AND LANDSCAPING SERVICE PROVIDERS - PROOF OF WORK EXPERIENCE</u> 20 POINTS	Total Points 20
<u>Breakdown of Points:</u>	20
<ul style="list-style-type: none"> The respondent must have worked at least 6 months in the last 10 years providing horticultural/landscaping/ gardening services at a private or public sector. Attach proof of employment with contactable references with the bid and a completion letter/certificate. 	10
<ul style="list-style-type: none"> The respondent must have worked at least 3 months in the last 10 years providing horticultural/landscaping/ gardening services at a private or public sector. Attach proof of employment with contactable references with the bid and a completion letter/certificate. 	0
<ul style="list-style-type: none"> No experience of rendering garden services 	0



	<p>2. <u>GARDENING AND LANDSCAPING SERVICE PROVERS – TARGET GROUPS</u> 20 POINTS</p> <ul style="list-style-type: none"> • Service provider must. <ul style="list-style-type: none"> a) Submit proof for registration of company as a Security Cooperative (CIPC) or, b) Submit proof of letter from the Department of Military Veterans or, c) Submit proof of Disability from a registered Medical Practitioner. 	<p>Total Points 20</p> <p>20</p>
	<p>3. <u>GARDENING AND LANDSCAPING SERVICE PROVERS - (REGISTRATION) PROOF OF REGISTRATION</u> 20 POINTS</p> <p><u>Breakdown of Points:</u></p> <ul style="list-style-type: none"> • The respondent must have been registered with CIDB under the SH class of work in the past 12 months. Attach CIDB certificate with the bid • No registration on the above 	<p>Total Points 20</p> <p>20</p> <p>0</p>
	<p>4. <u>GARDENING AND LANDSCAPING SERVICE PROVIDERS - (EQUIPMENT) PROOF OF EQUIPMENT</u> 20 POINTS</p> <p><u>Breakdown of Points:</u></p> <ul style="list-style-type: none"> • The company must attach have a ride on lawn mower / push lawn mower and attach proof in a form of a picture of the ride on lawn mower / push lawn mower and the picture of its serial number. • The company must attach have brush cutter and attach proof in a form of a picture of the brush cutter and the picture of its serial number. • The company must attach a picture of a chain saw and attach proof in a form of a picture of the chain saw and the picture of its serial number. • No equipment 	<p>Total Points 20</p> <p>8</p> <p>7</p> <p>5</p> <p>0</p>
	<p>5. <u>GARDENING AND LANDSCAPING SERVICE PROVERS LANDSCAPING - (ADDRESS) Proof of Company Address in Eastern Cape</u> 20 Points</p> <p><u>Break Down of Points</u></p> <ul style="list-style-type: none"> • The preferred Company Address on CSD must be in Eastern Cape. Attach proof - A respondent must have a functional office in the <u>municipality and district</u> selected. Proof must be in a form of a lease agreement or municipal account or sworn affidavit • The preferred Company Address on CSD not in the Eastern Cape 	<p>Total Points 20</p> <p>20</p> <p>0</p>



- **The priority will be given to Disabled, Military Veteran companies and Security Corporative.**

Phase Two: Responsiveness to the Bid Requirements and Rules

Bidders' proposals must meet the following minimum requirements and supporting documents must be submitted with the completed bid document in a sealed envelope in the bid box at the closing date and time. Failure to comply will automatically eliminate the bid for further consideration:

1. Expression of interest document (This Document must be submitted in its original format)
2. Expression of interest document which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
3. Respondent must be a legal entity or partnership or corporative or consortia
4. SBD4 must be duly completed and signed. Does the applicant or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are applying for this contract, such interest must be disclosed on question 2.3.1 of SBD 4
5. Declaration of Employees of the State or other State Institutions.
6. Annexure A - Resolution to sign must be duly completed & signed (if applicable)
7. A respondent must have a functional office in the *municipality and district* selected. Proof must be in a form of a lease agreement or municipal account or sworn affidavit as reflected on Functionality Criteria (Address).
8. Priority will be given to Eastern Cape Landscaping (Horticulture) Services Providers.
9. Respondents must fully complete the application form.
10. The respondent or any of its directors/ shareholder is not listed on the Register of Tender Defaulters in terms of the prevention and combating of corrupt activities Act of 2004 as a person prohibited from doing business with public sector.
11. Respondents must submit a signed and stamped testimonial.
12. The Landscaping company must be registered with CIDB in the correct grading and class of works (SH) as per the tender notice and requirements, for the past 12 months from the date of advert. The company must have an active registration with Construction Industry Development Board (CIDB) under Landscaping and must attach CIDB certificate. Failing which the company will be eliminated.

Other Conditions of bid (Non eliminating unless expressly mentioned in the document):

1. Returnable Schedule: SBD1-Invitation to bid must be completed and signed.
2. The bidder must be registered on the Central Supplier Database (CSD) prior the award
3. HDI companies will be given preference in the selection process of the programme.
4. The **Department of Public Works & Infrastructure SCM Policy** and **Mayibuye Property Incubator Policy** applies.



E1.2.8	<p><u>DEMOGRAPHICS TABLE</u></p> <table border="1" data-bbox="360 412 1396 819"> <thead> <tr> <th colspan="2" data-bbox="360 412 1153 533">(company ownership)</th> <th data-bbox="1153 412 1396 533">Indicate Percentage (%)</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="360 533 1396 577">People with Disability: -</td> </tr> <tr> <td data-bbox="360 577 695 622"></td> <td data-bbox="695 577 1153 622">(a) Disabled people ownership</td> <td data-bbox="1153 577 1396 622"></td> </tr> <tr> <td colspan="3" data-bbox="360 622 1396 667">Military Veterans: -</td> </tr> <tr> <td data-bbox="360 667 695 712"></td> <td data-bbox="695 667 1153 712">(a) Military veterans' ownership</td> <td data-bbox="1153 667 1396 712"></td> </tr> <tr> <td colspan="3" data-bbox="360 712 1396 757">Corporative: -</td> </tr> <tr> <td data-bbox="360 757 695 819"></td> <td data-bbox="695 757 1153 819">a) Corporative Ownership</td> <td data-bbox="1153 757 1396 819"></td> </tr> </tbody> </table> <p data-bbox="360 882 880 913">Signature of applicant: _____</p> <p data-bbox="360 976 657 1008">Date: _____</p>	(company ownership)		Indicate Percentage (%)	People with Disability: -				(a) Disabled people ownership		Military Veterans: -				(a) Military veterans' ownership		Corporative: -				a) Corporative Ownership	
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E2.1	List of returnable documents																					
1	<p>Documentation to demonstrate eligibility to have the Expression of Interest evaluated i.e. List all documentation to demonstrate eligibility to have a submission evaluated. Appropriate CIDB grading suitable for the works (as in the submission notice and requirements).</p>																					
2	<p>Returnable Schedules required for the expression of interest evaluation purposes; <input type="checkbox"/> As per the submission conditions.</p>																					
3	<p>Other documents required for submission evaluation purposes</p> <ol style="list-style-type: none"> 1. A CSD Report for a respondent with valid and correct information. 2. Respondents need to complete and sign SBD 1 and SBD 4. Failure will lead in non-compliance of the documents. 																					
4	<p>Returnable Schedules that will be used for submission evaluation purposes.</p> <p><input type="checkbox"/> As per the Expression of Interest conditions.</p>																					
5	<ul style="list-style-type: none"> • Only authorized signatories may sign the original and all copies of the tender offer where required. • In the case of a ONE- PERSON CONCERN submitting a submission, this shall be clearly stated. • In the case of a COMPANY'S submission, include a copy of a resolution by its board of directors authorizing a director or other official of the company to sign the documents on behalf of the company. • In the case of a CLOSE CORPORATION'S submission, include a copy of a resolution by its members authorizing a member or other official of the corporation to sign the documents on each member's behalf. 																					



	<u>Accept that failure to submit proof of authorization to sign the submission shall result in the submission rendered as non-responsive.</u>
6	<p>Canvassing and obtaining of additional information by tenderers</p> <p>The respondents shall not make any attempt either directly or indirectly to canvass any of the Employer's officials or the Employer's agent in respect of his submission, after the opening of the submission but prior to the Employer arriving at a decision thereon. The respondents shall not make any attempt to obtain particulars of any relevant information, other than that disclosed at the opening of submissions.</p>
7	<p>Prohibitions on contracting persons in service of the state into the Mayibuye Property Incubator Programme</p> <p>The Employer is prohibited to contract a person; -</p> <ol style="list-style-type: none"> Who is in the service of the state; or If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or A person who is an advisor or consultant contracted with the Department or municipal entity. <p>In the service of the state means to be -</p> <ol style="list-style-type: none"> A member of: - <ol style="list-style-type: none"> Any municipal council; Any Provincial Legislature; or National Assembly National Council or Provinces A member of the board of directors of any municipal entity; An official of any Department or municipal entity; An employee of any national or provincial department; Provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999); A member of the accounting authority of any national or provincial public entity; or An employee of Parliament or a provincial legislature. <p>In order to give effect to the above, the questionnaire for the declaration of interests in the submission of persons in service of state in part E2 of this document must be completed.</p>
8	<p>Contracting close family members of persons in the service of the state into the Mayibuye Property Incubator Programme</p> <p>Accept that the notes to the Employer's annual financial statements must disclose particulars of any contracts of more than R2000 to a person who is a spouse, child or parent of a person in the service of the state (defined in clause 7 above), or has been in the service of the state in the previous twelve months, including the following: a)</p> <ol style="list-style-type: none"> The name of that person; The capacity in which that person is in the service of the state; and The amount of the award. <p>In order to give effect to the above, the questionnaire for the declaration of interests in the submission of persons in service of state in part E2 of this document must be completed.</p>
9	<p>Respond to requests from the respondents</p> <p>The employer will respond to requests for clarification up to 5 (five) working days before the tender closing date and time.</p>



10	<p>Opening of submissions</p> <p>Tenders will be opened immediately after the closing time and date for tenders</p>
11	<p>Scoring quality / functionality:</p> <p>Phase One (1): Functionality will be applied as a prequalification criterion. Such criteria are used to establish minimum requirements of 70 points to allow service providers to be evaluated further.</p>
12	<p>Cancellation and re. invitation of submit the Expression of Interest</p> <p>An organ of state may, prior to the contracting of the respondent, cancel the contract if.</p> <p>(a) Due to changed circumstances, there is no longer a need for the services, works or goods requested; or</p> <p>(b) Funds are no longer available to cover the total envisaged expenditure; or (c) No acceptable tenders are received.</p> <p>(d) Expression of Interest validity period has expired.</p> <p>Where applicable, the decision to cancel the Expression of Interest will be published in the CIDB website and in the Tender Bulletin or the media in which the original invitation was advertised.</p>
13	<p>Dispute resolution mechanism will be done through the alternative dispute resolution mechanisms.</p>
Part E3:	Indicative scope of work
1.	<p><u>Introduction</u></p> <p>The Eastern Cape Department of Public Works & Infrastructure hereby invites Landscaping and Gardening service providers with a CIDB Grading of 1-6 in the following Class of works under SH (Landscaping, irrigation and horticulture work) Invitation for expression of interest to create a database of Gardening and Landscaping Service Providers as main and or sub-contractors under the Mayibuye Property Incubator Programme (MPIP) for a period of three (3) year the eastern cape Department of Public Works & Infrastructure.</p> <p>This expression of interest aims to create a database of service providers rendering gardening and landscaping services for the Eastern Cape Province to state immovable assets simultaneously developing gardening and landscaping services providers registered under the Construction Industry Development Board under the SH class of works to move onto higher grades through training and mentorship.</p>
2.	<p><u>Duration</u></p> <p>The successful respondents will be contracted under the three (3) year Mayibuye Property Incubator Programme.</p>
3	<p><u>Scope of Works</u></p> <p>The successful respondents shall render gardening and landscaping services under the Mayibuye Property Incubator Programme for the Department of Public Works and Infrastructure as follows:</p> <p>1. Category A: Grass Cutting</p> <p>a) Use brush-cutters to cut grass to below 2cm height</p> <p>b) Remove all alien plants & trees</p>



- c) Collect & dispose waste to approved municipal disposal site
- d) Mowing and weeding of formal lawns (cutting of grass)
- e) Pruning of trees and trimming of shrubs

2. Category B: Weed Control

- a) Remove weed from building edges, parking area, walkways, driveways
- b) Use 25L Water Sprayer to spray weed-killer poison to perimeter fence, stormwater drains, building edges, parking area, walkways & driveways.
- c) Weeding and sweeping of paved and concrete areas
- d) Weeding of shrub beds

3. Category C: Cleaning of Gutters, Downpipes & Stormwater drains

- a) Remove grass & weed
- b) Remove mud formations on gutters, drains & culverts
- c) Unblock any blocked stormwater drain & culvert
- d) Collect & dispose waste at the municipal disposal site

4. Category D: General Landscaping

- a) Trim grass edges
- b) Remove grass where it is not needed
- c) Do general landscaping:
- d) Irrigation of lawn and plant beds
- e) Supply and spraying of herbicides and pesticides
- f) Annual composting of existing plant beds
- g) Gathering and dispose of litter and garden refuse disposal
- h) Cutting of trees
- i) Remove weed



SBD 1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF PUBLIC WORK & INFRASTRUCTURE

BID NUMBER:	SCMU5-24/25-0087 (C)	CLOSING DATE:	19 November 2024	CLOSING TIME:	11H00
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DESCRIPTION	INVITATION FOR EXPRESSION OF INTEREST TO CREATE A DATABASE OF GARDENING AND LANDSCAPING SERVICE PROVIDERS AS MAIN AND OR SUB- CONTRACTORS UNDER THE MAYIBUYE PROPERTY INCUBATOR PROGRAMME (MPIP) FOR A PERIOD OF THREE (3) YEARS IN THE EASTERN CAPE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE
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**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)
AT DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE, INDEPENDENCE AVENUE, GROUND FLOOR, QHASANA BUILDING, BISHO**

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	SCM	CONTACT PERSON	Mr. B. Skade
TELEPHONE NUMBER	040 602 4000	TELEPHONE NUMBER	066 319 2269
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	
E-MAIL ADDRESS	supply.chain@ecdpw.gov.za	E-MAIL ADDRESS	buzwe.skade@ecdpw.gov.za

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	



**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

SIGNATURE OF APPLICANT:

CAPACITY UNDER WHICH THIS APPLICATION IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:



THE FOLLOWING PARTICULARS MUST BE FURNISHED

Name of Applicant Name of Contractor/Company	
Postal Address	
Street Address	
Telephone Number	Code: Number:
Cell phone Number	
Facsimile Number	Code: Number:
CRS number	
NHBRC number	
CSD number	
Email address	
VAT Registration Number (If applicable)	
Specify the local Municipality	

I HEREBY CERTIFY THAT THE INFORMATION FURNISHED ON THIS APPLICATION IS TRUE AND CORRECT.

NAME OF AUTHORIZED SIGNATORY	
*AUTHORIZED SIGNATURE OF CONTRACTOR	

***FAILURE TO SIGN WILL RESULT IN YOUR APPLICATION BEING DISQUALIFIED**



ANNEXURE A

RESOLUTION FOR SIGNATORY

CERTIFICATE OF AUTHORITY FOR SIGNATORY

Signatory for companies shall confirm their authority hereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors to this form, or on company letter Head.

An example is given below:

“By resolution of the board of directors passed at a meeting held on _____

Mr/Ms _____, whose signature appears below, has been duly authorised to sign all documents in connection with the tender for

Contract No. _____

and any Contract which may arise there from on behalf of (Block Capitals) .

SIGNED ON BEHALF OF THE COMPANY: _____

IN HIS/HER CAPACITY AS: _____

DATE: _____

SIGNATURE OF SIGNATORY: _____

WITNESSES:

1. _____ SIGNATURE: _____



ANNEXURE B

**DETAILS OF TENDERERS NEAREST OFFICE OR ADDRESS TO DEPARTMENT
OF PUBLIC WORKS AND INFRASTRUCTURE EASTERN CAPE**

1. Physical address of tenderer:

1 Telephone No of nearest office: _____

3 Time period for which such office has been used by tenderer: _____

TENDERER

.....
SIGNATURE OF (ON BEHALF OF)

.....
NAME IN CAPITALS

In the presence of:

1.

2.



BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name).....
in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read, and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder
Name of bidder	



ANNEXURE C

FORM 1 TESTIMONIAL TEMPLATE

This format is provided as a guideline for the compilation of the testimonials only. Bidders may use their own formats.

Testimonial for *(name of bidder)* _____

For bid number _____

To be completed by client on behalf of the bidder

1.	Client name	_____
2.	Project description <i>(completed contract)</i>	_____ _____ _____
3.	Contract start date	_____
4.	Contract end date	_____
5.	Contract duration	_____
6.	Contract amount	_____
7.	Client contact number	_____
8.	Client physical address	_____ _____ _____
9.	Client e-mail address	_____
10.	Performance of the Client (Bidder)	_____ _____ _____ _____ _____
11.	Client signature	_____
12.	Date of testimonial	_____
13.	Client Stamp	



ANNEXURE C

FORM 2 TESTIMONIAL TEMPLATE

This format is provided as a guideline for the compilation of the testimonials only. Bidders may use their own formats.

Testimonial for *(name of bidder)* _____

For bid number _____

To be completed by client on behalf of the bidder

1.	Client name	_____
2.	Project description <i>(completed contract)</i>	_____ _____ _____
3.	Contract start date	_____
4.	Contract end date	_____
5.	Contract duration	_____
6.	Contract amount	_____
7.	Client contact number	_____
8.	Client physical address	_____ _____ _____
9.	Client e-mail address	_____
10.	Performance of the Client (Bidder)	_____ _____ _____ _____
11.	Client signature	_____
12.	Date of testimonial	_____
13.	Client Stamp	